Utah Department of Transportation - Research Division South 2700 West - P.O. Box 148410 - SLC,UT 84114-841

Final Report Process

UDOT Research Division Jan 24, 2012

(Other items to still coordinate/revise: Contract Requirements, Report Guidelines, Research Project Management Checklist, 2-page Technical Summary, Research Evaluation/Experimental Feature Reports)



Provides PI with current report guidelines early in the project.



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Completes draft final report. Sends DOCX & PDF to PM.



PM

Reviews report & forwards report to Champion & TAC for review.

Sends all comments to PI.



Tech Writer

Reviews final report.

Gives comments to PM <u>or</u> moves to publishing.



<u>PM</u>

Reviews report & coordinates final edits.

Sends report back to PI with comments or gives O drive location of final docs to Tech Writer.



<u>P</u>

Finalizes report using comments.
Sends DOCX &

PDF to PM.



Tech Writer

Adds report no., creates PDF, saves final DOCX & PDF to O drive, & notifies PM via email.



Research Division

Publishes & distributes final report in electronic & hard copy formats.



EDIT

PM

Verifies that the process is complete.

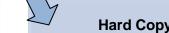


Tech Writer: Posts PDF on the web and notifies Technology Transfer Manager and Librarian . Puts DOCX & PDF on a labeled CD & gives CD to Librarian.

PM: Sends URL to PI & Champion/TAC. If needed, sends DOCX to Champion.

<u>Librarian</u>: Puts CD in Lester Wire Library file cabinet. Uploads URL & info. to Utah State Library. Uploads PDF & info. to TRID.

Tech Transfer Engr: Sends URL or PDF to FHWA, AASHTO RAC, Research listserv, & other national contacts based on the Research Reports Distribution Form.



Hard Copy Final Report

Tech Writer/SP&P Admin: Prints & binds 6 copies. Gives 4 to Librarian (with CD) & 2 to PM.

<u>Librarian</u>: Distributes 3 copies to Utah State Library and 1 copy to Lester Wire Library.

<u>PM</u>: Distributes 1-2 copies to Champion/TAC and 0-1 to self.